

Tanzania

Contracting authority: ENABEL

Call for Proposals under the intervention:

Digital Innovation for Education scaling project

BEL23004

Guidelines for Applicants

Reference: BEL23004-10014

Deadline for submission of concept note: July 24, 2025

/

grant application file: September 16, 2025*

NOTE

This is a call for proposals in two phases. As a first step, only concept notes should be submitted for evaluation. After evaluation of the concept notes including the admissibility of the applicants, the applicants who have been shortlisted will be invited to submit a proposal. Subsequently, the evaluation of the proposals actually received from the preselected applicants will be carried out.

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1 DIGITAL COMPETENCE TRAINING FOR TEACHERS OF THE CALL FOR PROPOSALS

1.1 Context

The Digital Innovation for Education scaling project, under the Global Gateway/EU-funded Regional Teachers' Initiative for Africa (RTIA), aims to drive digital transformation in education across Tanzania's Kigoma region, Uganda, and Rwanda. In Tanzania, the Digital Innovation for Education Scaling Project will equip 12 lower secondary schools in the Kigoma region and as well as the Kasulu Teacher Training College with Mobile Digital Toolkits and train teachers in essential digital teaching competencies. Additionally, 4 innovation hubs will be established by Enabel at 3 Teacher Resource Centers and Kasulu Teacher Training College to support educators in co-creating solutions for local educational challenges. Each hub will be equipped with digital devices, establish communities of practice and facilitate training and coaching to enhance teachers' digital skills and ensure the uptake of the mobile toolkits.

The expected results of the Digital Innovation for Education project are as follows:

- 12 Lower secondary schools will be equipped with Mobile Digital Toolkits, enabling educators to engage with digital pedagogies and teach digital competencies in their classrooms.
- 4 Innovation Hubs with semi-structured learning communities will be established to support initiatives and continuous digital competence training, fostering innovative teaching practices.
- Sustainable business and governance models will be implemented to ensure the institutional and financial sustainability of these innovation hubs;
- Training resources will be developed, and educators will be supported in their digital teaching competencies; and
- The digital competence training offered in Innovation Hubs will be diversified and strengthened.

The pre-intervention study revealed a mixed use of digital technology among teachers: while a minority regularly and deeply integrate it into their lessons, most either do not use it or only use it minimally. The self-assessment conducted as part of the pre-intervention study demonstrated that most teachers use digital technologies for their professional engagement and help their learners in using digital technologies. However, they lack advanced skills to engage in digital continuous professional development, adopt safe and responsible practices (e.g., cyber hygiene and media literacy skills), and use digital technologies only in very basic ways for their teaching practices. The digital infrastructure in the 12 schools shows significant gaps in electricity, internet connectivity, and device availability, which hinder effective technology integration in teaching and learning. Stakeholders proposed several strategies that the project should consider including cascade teacher training, utilizing Innovation Hub resources, sharing learnings with colleagues, and sharing digital devices between schools.

Enabel is addressing three main challenges: (1) limited digital competencies among educators, (2) limited access to digital devices, content, electricity, and internet connectivity, and (3) the limitations of school computer labs in enhancing digital pedagogy.

To address these challenges, Enabel will implement two key solutions: First, Innovation Hubs are being established to ensure that teachers and teacher educators can access online digital competence training modules, practice these skills regularly, and connect to peer-to-peer Communities of Learning. Second, Mobile Digital Toolkits are being provided to enable teachers and teacher educators to incorporate audiovisual support and digital learning content into their classrooms. These toolkits are designed for easy transport, adaptability to low-resource settings, and a learner-supportive approach.

Innovation Hubs

To ensure that teachers and teacher educators can access online digital competence training modules, practice these skills regularly, and connect to peer-to-peer Communities of Learning,

Enabel is installing fully equipped and functioning refurbished mobile digital labs (our so called Innovation Hubs) at the three Teacher Resource Centers (TRC)(Bitale, Nyansha, and Kizazi), which are self-sustainable in terms of energy and connectivity, and establishing one fully equipped and functioning refurbished digital lab at Kasulu Teacher Training College.

At the Teacher Resource Centers, the Innovation Hub will be equipped with 21 laptops, each with a computer mouse and headset, as well as a 65" screen display at the front for presentations and interactive sessions. Additionally, a mobile digital toolkit will be available for teachers to use during training and can also be rented out to other schools. At Kasulu Teacher Training College, the Innovation Hub will be equipped with 30 laptops, each with a monitor, computer mouse, keyboard, and headset. Additionally, there will be an interactive smartboard for interactive and collaborative activities. Additionally, a mobile digital toolkit will be available for teachers to use during training and can also be rented out to other schools. Considering the remoteness and conditions of the three Teacher Resource Centers, and taking into account the electricity, connectivity issues, and safety, a mobile digital lab has been constructed within a 40 ft. sea container. This container is completely refurbished and can be mounted on a trailer for mobility. It is insulated from the inside and includes a storage room for the solar system and batteries. The mobile digital lab features one access door and six windows to ensure proper air circulation; additionally, all windows are equipped with theft-proof shutters. The lab is furnished with durable desks and chairs designed to withstand the climate and intense usage.

The mobile digital lab within a sea container would be located at the TRCs compound for easy access and central location, but it allows mobility of the lab to schools and communities during dedicated periods.

Mobile Digital Toolkits

Twelve selected schools (Kigoma DC: Mkongoro, Mkabogo, Mgawa, and Kidahwe; Kasulu TC: Nyansha, Kinkati, Ruhita, and Kigodya; Kibondo DC: Kumgogo, Kumsenga, Migezi, and Mount Samba) and Kasulu Teacher Training College are being provided with two Mobile Digital Toolkits that allow teachers to bring in audiovisual supports and/or digital learning content in their classroom. Those Mobile Digital Toolkits include a smart projector, Bluetooth speaker, power bank, solar charger, keyboard, and tripod stand. Such a solar-powered smart projector is portable, power-independent device designed to support teachers in delivering engaging and interactive lessons. These projectors come with built-in memory, allowing teachers to store and display educational videos, images, and presentations without needing a constant internet connection. They can be charged using solar power or electricity, making them ideal for rural areas where the power supply is unreliable. Their lightweight and compact design makes it easy to move between classrooms, and their intuitive interface ensures that even teachers with limited digital skills can use them effectively. By pressing a button, teachers can project learning materials onto the wall, helping students visualize concepts and improving lesson engagement. These smart projectors go beyond simple video projection by integrating software like Microsoft Word, PowerPoint, and Excel, allowing teachers to prepare and present lessons directly from the device that comes with a keyboard.

1.2 Objectives and Expected results

The general objective of this Call for Proposals is: to improve quality and impact of learning experiences for students, driven by teachers' adoption of creative digital pedagogies that foster active digital engagement.

The **specific objective** of this Call for Proposals is that educators are strengthened in their digital teaching competencies, effectively supported in using Mobile Digital Toolkits, and trained through a diverse portfolio of specialized digital skills courses such as robotics, digital safety, AI for education, digital for STEAM education, FabLab and innovation techniques.

Expected results are to **be defined by applicants**.

As we are expecting innovative approaches, we leave the formulation of expected results in relation to these objectives up to the applicants. Please **do not forget them in your application**.

1.3 Amount of the financial allocation provided by the contracting authority

The total indicative amount available under this Call for Proposals is 200.000 EUR. The contracting authority reserves the right not to award all of the available funds.

Grant amount

Any grant application under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount : EUR 150.000
- Maximum amount : EUR 200.000

During execution, Enabel reserves the right to modify the minimum and maximum amounts applicable to the requests and to award additional amounts to the beneficiaries having been awarded grants within the framework of this call for proposals.

2 Rules applicable to this Call for Proposals

These guidelines specify the rules of submission, selection and implementation of actions financed under this Call for Proposals.

2.1 Admissibility criteria

There are three categories of admissibility criteria, which concern, respectively:

- (1) The actors :
 - the applicant, i.e. the entity submitting the application (2.1.1)
 - where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “*applicants*”] (2.1.1),
- (2) The actions :
 - Actions admissibles for grants (2.1.3) ;
- (3) The costs :
 - The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1 Admissibility of applicants

Applicant

(1) To be admissible for grants, the applicant must satisfy the following conditions:

- A. be a legal person; **and**
- B. be a public entity or be a non-profit private entity or a foundation; **and**
- C. be a specific type of organization such as non-governmental organization, public sector operator, international (intergovernmental) organization etc. ...

- D. be established or represented in: Tanzania¹ ; **and**
- E. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary **and**;

F. An organizational analysis will be carried out before contracting (at the contracting authority's expense) if the proposal is pre-selected for funding which must demonstrate sufficient capacity to manage the funding and calculate the structure cost rate (max 7%).

- (2) The potential applicant cannot participate in calls for proposals nor be the beneficiary of grants if they are in one of the exclusion situations described in Annex VII of the model grant agreement provided in Annex E of these guidelines:

In section 1.3.5 of the grant application file (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations and that they will be able to provide the following supporting documents:

- Criminal Record & bankruptcy clearance
- NSSF clearance certificate
- Tax clearance certificate

If the grant is awarded to it, the applicant becomes the Contracting-Beneficiary identified in Annex E (Grant Agreement). The Contracting Beneficiary is the main point of contact for the contracting authority. It shall represent any other beneficiaries and act in their name. It shall design and coordinate the implementation of the action.

Co-applicants are not allowed.

2.1.2 Associates and contractors

The following persons are not co-applicants. They do not need to sign the “mandate” statement:

- Associates

Other organisations may be associated with the action. Associates actively participate in the action, but cannot be eligible for grants, except for daily allowances and travelling expenses. These associates do not need to satisfy the admissibility criteria mentioned in point 2.1.1. The associates must be mentioned in part B, section 2.7 of the grant application file, entitled “Associates of the applicant participating in the action”.

- Contractors

Contracting beneficiaries may award contracts to contractors. Associates cannot at the same time be contractors (services, works, equipment) for the project. Selection of contractors shall be subject to public procurement rules (if Contracting Beneficiary is public) or the rules set forth in Annex VIII of the Grant Agreement template (if Contracting Beneficiary is private).

2.1.3 Admissible actions: for what actions may an application be submitted?

Definition

Actions eligible for funding under this call must constitute a project—an independent operation made up of coherent sets of activities with clearly defined objectives, in line with the goals and outcomes listed in Section 1.2 .

¹ Establishment is determined on the basis of the organisation’s articles of association, which must show that the organisation was created by an act of law of the country in question and that its registered office is situated in an eligible country. In this respect, any legal entities whose articles of association were created in another country may not be considered to be an eligible local organisation, even where registered locally or where a “memorandum of understanding” has been entered into.

Duration

The initial planned duration of an action may not exceed 12 months.

Sectors or themes

- Digital education
- Digital teaching competencies
- Edtech solutions in low-resource environments

Primary target groups

- Lower secondary teachers

Secondary target groups

- Head teachers at lower secondary schools
- Ward, District and Regional Education Officers
- District and Regional IT Officers
- Teacher educators at the teacher training college
- Ministry of Education, Science and Technology

Geographical coverage

The actions must be implemented in the following country: Tanzania.

At least the following 12 participating lower secondary schools should be included and covered in Kigoma DC: Mkongoro, Mkabogo, Mgawa, and Kidahwe; in Kasulu TC: Nyansha, Kinkati, Ruhita, and Kigodya; and in Kibondo DC: Kumgogo, Kumsenga, Migezi, and Mount Samba. Additionally, Kasulu Teacher Training College in Kasulu TC is participating. Additional schools may be chosen based on budget availability, need and collaboration with PO-RALG, MoEST, and Enabel.

One mobile digital lab will be placed at the Teacher Resource Center in Bitale, Kigoma Municipal Council, with GPS coordinates 4°44'53.8"S 29°42'03.3"E. The second mobile digital lab will be placed at the Teacher Resource Center in Nyansha, Kasulu District Council, with GPS coordinates 4°35'42.4"S 30°06'34.0"E. The third mobile digital lab will be placed at the Teacher Resource Center in Kizazi, Kibondo Municipal Council, with GPS coordinates 3°39'51.1"S 30°29'21.1"E. The adopted refurbished digital lab will be installed at Kasulu Teacher Training Center, Kasulu District Council, with GPS coordinates S 4.572340°, E 30.106940°.

Types of action

The types of actions that can be funded under this call must constitute a project - a stand-alone operation composed of coherent sets of activities with clearly defined objectives, consistent with the objectives and results listed in section 1.2.

The following types of action are not admissible:

- Actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions.
- Actions consisting exclusively or primarily of financing individual scholarships for studies or training

Types of activity

The list below is indicative and not exhaustive.

The proposal **must include 1)** the development of a teacher guide on the use of Mobile Digital Toolkits and how to leverage these to actively engage learners with digital technologies, and **2)** the creation or enhancement of an online training course aimed at building educators' digital competencies. Both the teacher guide and all training courses must be developed in alignment with, and approved by, the Ministry of Education, Science, and Technology (MoEST).

The teacher development initiatives must be aligned with Tanzania's 2025 ICT Competence Standards for Teachers and the European Framework for the Digital Competence of Educators (DigCompEdu). They should address varying levels of digital proficiency among educators and focus on the following key areas:

- Digital technologies for professional collaboration and continuous professional development.
- Finding, using, creating, and modifying digital learning resources.
- Digital pedagogies, with an emphasis on active learner engagement, personalization, and inclusive teaching through differentiation.
- Facilitating learners' digital competences.

The online training courses **must have** strong instructional design for effective learning experiences, be integrated into MoEST's Learning Management System (LMS), and be accessible both online and offline (after downloading once). Training of Trainers (ToT) will be conducted to ensure facilitators are supported in delivering the blended learning courses (which include the enhanced/developed online course). The courses must be aligned with the National Teacher Professional Development Framework to support career advancement opportunities.

By way of example, we list the types of activities that are eligible, provided that it contributes to the achievement of the outcomes and the specific objective of the action:

- Capacity development: strengthening digital (teaching) competencies.
- Product development: adaptation of products in view of teacher professional development.
- Implementation of innovative solutions: related to the use of apps or other digital tools, use of artificial intelligence, virtual & augmented reality, gamification, online platforms,
- Implementation of innovative approaches: actions related to personalized learning, project-based learning, experimental learning, inquiry-based learning, learning through play, collaborative learning communities, ...
- Mobile digital lab mobilization: mounting the mobile digital lab on a trailer and transporting it to lower secondary schools for scheduled periods during the academic year.
- Quality: implementation of quality improvement and control systems.
- Institutional technical assistance: supporting laws and regulations that enhance the digital transformation of education.

The relevance of the activities proposed will be assessed during selection committee meetings.

Sub-grants to sub-beneficiaries²

Applicants can propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

The maximum amount for the sub-grants is EUR 20 000 per sub-beneficiary. Applicants wishing to redistribute sub-grants must specify in section 2.2.1 of the grant application file:

1. The description of the objectives and results to be achieved with these sub-grants, the fundamental principles, the key concepts, the mechanisms, the actors and their role in the management process;

² These sub-beneficiaries are neither associates nor contractors

2. The criteria and modalities for the allocation of grants, accessibility conditions sub-beneficiaries, conditions for the admissibility of sub-projects, eligibility conditions for activities, costs and expenses;
3. The procedures for examining and awarding applications;
4. The maximum amount that can be allocated by sub-beneficiary;
5. The terms of contractualization with the sub-beneficiary;
6. The procedures and modalities for disbursing resources;
7. The procedures and modalities for technical and financial monitoring;
8. The procedures and modalities of control.

Sub-grants can be considered for the following topics: To offer a diverse portfolio of digital skills courses— such as in-depth digital pedagogy topics, as well as more specific and innovative subjects (e.g., robotics, device repair, design thinking, etc.) —a range of stakeholders should be engaged to deliver topic-specific training sessions. Sub-grants should be considered in its relevance and objectives and taking into consideration the overall short implementation period of this action.

In all cases, only one rank of sub-beneficiaries is allowed. Sub-beneficiaries can never use the sub-grants who received award grants to a second rank of sub-beneficiaries. And the sub-beneficiaries must belong to the natural beneficiaries/partners of the contracting beneficiary, in line with its mandate and its mission.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing by the European Union, Global Gateway Initiative. Applicants are expected to apply the visibility guidelines of the Regional Facility for Teachers in Africa.

Number of requests and Grant Agreements per applicant

The applicant may not submit more than one application under this Call for Proposals.

The applicant may not be awarded more than one Grant Agreement under this Call for Proposals.

2.1.4 Eligibility of costs: what costs may be included?

Only “eligible costs” may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on “eligible costs”.

The reimbursement of eligible costs may be based on one of the following formats, or any combination of these:

- direct costs (management costs and operational costs) actually borne by the contracting-beneficiary;

To be eligible for the purposes of the Call for Proposals, the costs must comply with the conditions provided for in Article 4 of the Grant Agreement template (see Annex E of these guidelines).

Structure costs (overheads): these are maximum 7% of the Operational Costs. The maximum amount of the structural costs (sum of the structural costs of the contracting beneficiary and the sub-beneficiary) remains the same (7% of the operational costs of the initial grant), whether or not there are sub-grants to sub-beneficiaries.

The applicable rate for structure costs will be calculated beforehand by Enabel based on the analysis of the balance sheet of the contracting-beneficiary. Enabel may also use an external organization to estimate this rate.

Once the rate is accepted, the structure of costs are fixed and do not need to be justified.

Structure costs will be paid during the execution of the grant on the basis of actual operational eligible expenses accepted by Enabel.

Reserve for contingencies

The budget may include a contingency reserve up to a maximum of 5% of the estimated eligible direct costs. It may only be used **with the prior written authorisation** of Enabel.

Contributions in kind

“Contributions in kind” means goods or services provided free of charge by a third party to the contracting-beneficiary. As contributions in kind do not involve any expenditure on the part of the contracting-beneficiary, they shall not constitute eligible costs.

Ineligible costs

The following costs shall not be eligible:

- Accounting entries not leading to payments;
- Provisions for liabilities and charges, losses, debts or possible future debts;
- Debts and debit interests;
- Doubtful debts;
- Currency exchange losses;
- Loans to third parties;
- Guarantees and securities,
- Costs already financed by another grant;
- Invoices made out by other organisations for goods and services already subsidised;
- Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- Any sub-letting to oneself;
- Purchases of land or buildings;
- Compensation for damage falling under the civil liability of the organisation;
- Employment termination compensation for the term of notice not performed;
- Purchase of alcoholic beverages, tobacco and derived products thereof.
- Salary bonuses³

2.2 Presentation of application and procedures to be followed

In the first stage, the applicant sends only the concept note and in the second stage, after notification of its pre-selection, it sends the proposal along with the required annexes.

2.2.1 Content of the concept note

Applications must be submitted in accordance with the instructions on concept notes appearing in the grant application file annexed to these guidelines (Annex A, Part A).

Applicants must submit their request in English.

In the concept note, applicants need only provide an estimate of the amount of the contribution requested from the contracting authority. Only applicants invited to submit a complete application in the second stage will then present a detailed budget.

³ A bonus is to be understood as a payment of a “bonus” triggered by the participation of a staff member in the Enabel funded Action or that is in any way linked to the performance of the person in the Action or the performance of the Action itself. It is not an eligible cost. However, there are payments that might be called in a similar way and which could still be considered as a part of the normal salary package and therefore eligible (i.e. variable parts of the salary). Those payments have to be paid independently of the participation of the staff member in the Enabel funded Action.

Elements defined in the concept note may not be modified by the applicant in the proposal. The contribution may not vary more than 10 % in relation to the initial estimate. Any errors or major inconsistencies concerning the points mentioned in the instructions on concept notes may result in its rejection.

The contracting authority reserves the right to request clarification where the information provided does not enable it to carry out an objective evaluation.

Handwritten concept notes will not be accepted.

The following annexes must be attached to the concept note:

1. The statutes or articles of association of the applicant and any co-applicants.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public applicants). Any co-applicants are not required to submit an external audit report.
3. A copy of the applicant's most recent financial statements (income statement and balance sheet for the last closed financial year)⁴. Any co-applicants are not required to provide a copy of their financial statements.
4. The legal entity file (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. the applicant and each of the co-applicants), along with any supporting documents requested.

2.2.2 Where and how to send the concept note

The concept note must be submitted in one original and 2 copies in A4 format, each bound separately.

An electronic version of the concept note must also be provided. One flash drive/disk containing the concept note in electronic format will be put in a sealed envelope, along with the paper version, as indicated below. The electronic file must be exactly **identical** to the attached paper version.

The external envelope must bear the **reference number and title of the Call for Proposals** [as well as [the lot number and its title], the full name and address of the applicant, and the note "Do not open before the opening session" and " (USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA)".

Concept notes must be submitted in a sealed envelope, sent by registered post or by private courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

Postal Address Enabel Tanzania

Grants Management Team

14/15 Masaki, Haile Selassie Road, Oasis Office Park, 4th Floor.

P.O Box 23209 Dar es Salaam Tanzania

Address for hand-delivery or dispatch by private courier service.

Enabel Tanzania

14/15 Masaki, Haile Selassie Road, Oasis Office Park, 4th Floor.

P.O Box 23209 Dar es Salaam Tanzania

⁴ This does not apply to public bodies, nor where the accounts are in practice the same documents as the external audit report already provided pursuant to point 2.

Concept notes sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

Applicants must ensure that their concept note is complete. Incomplete concept notes may be rejected.

2.2.3 Deadline for the submission of concept notes

The deadline for submission of concept notes is July 24, 2025, at 16:00 EAT/GMT+3 as evidenced by the date sent, the postmark or date of acknowledgement of receipt. All concept notes submitted after the deadline date and time will be rejected.

2.2.4 Further information on concept notes

Applicants may send their questions by e-mail, at the latest 21 days before the concept notes submission deadline, to the address(es) set out below, making sure that they clearly indicate the Call for Proposals reference:

E-mail address: emmanuel.mmari@enabel.be and lotte.vanpraet@enabel.be

The contracting authority will not be obliged to provide clarification on questions received after this date.

Questions will be answered at the latest 11 days before the concept notes submission deadline.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action or specific activities.

The answers to these questions and other important information communicated during the evaluation procedure will be published in due course on the Enabel website. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.2.5 Proposals

Applicants invited to submit a proposal following the shortlisting of their concept notes must do so using part B of the grant application file annexed to these guidelines (Annex A). Applicants must carefully observe the proposal format and complete the paragraphs and pages in order.

The elements set out in the concept note may not be modified by the applicant in the proposal. The contribution may not differ more than 10 % from the initial estimate and remain within the minimum and maximum amounts, as indicated in section 1.3 of these guidelines.

Applicants must submit their complete applications in the same language as their concept note.

Applicants must fill in the proposal as carefully and clearly as possible in order to facilitate its evaluation.

Any error or major inconsistency in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may result in the immediate rejection of the application.

Clarifications will only be requested where the information provided is not clear and therefore prevents the contracting authority from carrying out an objective evaluation.

Handwritten applications will not be accepted.

It should be noted that only the proposal and annexes which need to be completed (budget, logical framework) will be evaluated. It is therefore very important that these documents contain ALL the relevant information regarding the action. **No supplementary annex must be sent.**

2.2.6 Where and how to send proposals

Applications must be submitted in a sealed envelope, sent by registered post or private express

courier service or hand-delivered (a signed and dated acknowledgement of receipt will be issued to the carrier in this latter case), to the address set out below:

Postal Address Enabel Tanzania

Grants Management Team

14/15 Masaki, Haile Selassie Road, Oasis Office Park, 4th Floor.

P.O Box 23209 Dar es Salaam Tanzania

Address for hand-delivery or dispatch by private courier service.

Enabel Tanzania

14/15 Masaki, Haile Selassie Road, Oasis Office Park, 4th Floor.

P.O Box 23209 Dar es Salaam Tanzania

Applications sent by other means (for example by fax or e-mail) or sent to other addresses will be rejected.

Applications must be submitted in one original and 3 copies in A4 format, separately bound. The proposal, budget and logical framework must also be provided in electronic format (Flash-Disk). The electronic file must contain exactly the same application as the paper version provided.

The external envelope must bear the **reference number and title of the Call for Proposals** as well as the lot number and its title, the full name and address of the applicant, and the note “Do not open before the opening session” and “USIFUNGUE KABLA YA SIKU YA TUKIO LA UFUNGUZI WA TENDA”.

Applicants must ensure that their application is complete. Incomplete applications may be rejected.

2.2.7 Deadline date for the submission of proposals

The deadline date for submission of proposals will be communicated in the letter sent to applicants whose concept notes have been shortlisted.

2.2.8 Further information on proposals

Applicants may send their questions by e-mail, at the latest 21 days before the deadline date for the submission of applications, to the address or one of the addresses set out below, making sure that they clearly indicate the Call for Proposals reference:

Email address: emmanuel.mmari@enabel.be and lotte.vanpraet@enabel.be

The contracting authority will not be obliged to provide clarification on questions received after this date.

Questions will be answered at the latest 11 days before the deadline for the submission of applications.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of applicants, or an action.

Individual responses will not be given to questions. All questions and answers and other important information communicated to applicants during the evaluation procedure will be published on www.enabel.be. As such, regular consultation of this website is recommended in order to be informed of the questions and answers published.

2.3 Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

If the examination of the application shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.4, the request will be rejected on this sole basis.

(1) 1st PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF CONCEPT NOTES

The following elements will be examined:

Opening:

- Compliance with the submission deadline. If the deadline date is not observed, the application will be automatically rejected.

Administrative and admissibility checks

- The concept note satisfies all the criteria specified in points 1 to 13 of the verification and evaluation grid provided in Annex F1a.
- If any of the information is missing or incorrect, the application may be rejected on this sole basis and it will not be evaluated.

Evaluation

Concept notes satisfying the conditions of the first administrative and admissibility check will be evaluated for the relevance and design of the proposed action.

The concept note will be given an overall mark out of 50 in accordance with the breakdown specified in points 14 to 19 of the evaluation grid available in Annex F1a.

The evaluation criteria are divided by headings and sub-headings. Each sub-heading will be given a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Once all the concept notes have been evaluated, a list will be drawn up, ranking the proposed actions according to their total score.

Firstly, only concept notes with a minimum score of 30 points will be considered for shortlisting.

Secondly, the number of concept notes will be reduced according to their ranking in the list, by the number of concept notes whose total cumulative amount of contributions requested is at least 200% of the budget available for this Call for Proposals.

After evaluation of the concept notes, the contracting authority will send a letter to all applicants, notifying them of the reference number they have been allocated, whether their concept note has been evaluated and the results of this evaluation.

The applicants whose concept notes have been shortlisted will then be invited to submit a complete application

(2) 2nd PHASE: OPENING, ADMINISTRATIVE CHECKS, ADMISSIBILITY CHECKS AND EVALUATION OF PROPOSALS

The following points will be evaluated:

Opening

- Compliance with the submission deadline. If the deadline date is not observed, the application will be automatically rejected.

Administrative and Admissibility checks

- The proposal satisfies all the criteria specified in points 1 to 12 of the verification and evaluation grid provided in Annex F2a.
- If any of the information is missing or incomplete, the application may be rejected on this **sole** basis and it will not be evaluated.

Evaluation

Step 1: Proposals meeting the conditions of administrative verification and admissibility will be assessed.

The quality of the applications, including the proposed budget and the capacity of the applicants, will be given a score out of 100 on the basis of evaluation criteria 13 to 26 of the verification and evaluation grid provided in Annex F2a. The evaluation criteria are broken down into selection and award criteria.

The selection criteria aim to ensure that the applicants:

- have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing.
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that maximize the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Only proposals that have achieved a score of 6/10 for criterion 18 and an overall score of 60/100 will be shortlisted.

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

Step 2: Supporting documents relating to the grounds for exclusion will be requested from applicants appearing in the provisional allocation table. If unable to provide these documents within 15 days, the corresponding proposals will not be accepted.

Step 3

As part of the assessment process, Enabel will then conduct an in-site organizational analysis of the applicants included in the provisional allocation table in order to confirm that these applicants have the required capacities to complete the action. The results of this analysis will be used, among other things, to determine the risk management measures to be included in the grant agreement and to specify Enabel's posture in monitoring and controlling the implementation of the grant. In the event that the organizational analysis indicates deficiencies such that the proper execution of the grant cannot be guaranteed, the corresponding proposal may be rejected at this stage. In which case the first proposal on the reserve list will be considered for the same process.

Selection

At the end of steps 2 and 3, the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, will also have to go through steps 2 and 3 described above.

2.4 Notification of the contracting authority's decision

2.4.1 Content of the decision

The applicant will be notified in writing of the decision taken by the contracting authority concerning its application and, in case of rejection, the grounds for this negative decision.

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an award procedure or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with the contracting authority.

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply within 15 working days. Alternatively, or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox complaints@enabel.be

See: <https://www.enabel.be/content/complaints-management>

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be.

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

2.4.2 Indicative timetable

	Date	Time
Deadline for clarification requests to the contracting authority	June 30, 2025	16 :00*
Last date on which clarifications are given by the contracting authority	July 10, 2025	16 :00*
Submission deadline for concept notes	July 24, 2025	16 :00*
Information of applicants on the opening, administrative checks and evaluation of concept notes (stage 1)	August 8th 2025*	-
Invitations to submit the proposals	August 11th ,2025*	-
Deadline for the submission of the proposals	September 16th,2025*	-
Request certificates and supporting documents relating to the grounds for exclusion (see 2.1.1 (2))	September 18th, 2025	-
Receipt of certificates and supporting documents relating to the grounds for exclusion	October 6th, 2025	-

Organizational analysis of applicants whose proposal has been shortlisted. (to be inserted if applicable)	October 20th, 2025*	-
Notification of the award decision and transmission of signed grant agreement	October 31st, 2025*	-
Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-

* **Provisional date.** All times are in the local time of the contracting authority. All times are in the EAT/GMT+3 time zone.

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the [Enabel website](#).

2.5 Implementation conditions following the grant award decision of the contracting authority

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority's Grant Agreement template (Annex E of these guidelines). By signing the proposal (Annex A of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the contracting beneficiary, contracts must be awarded in accordance with:

Annex VIII of the Grant Agreement template for private sector contracting-beneficiaries.

Or

Belgian or partner country public procurement law or own regulation for public sector contracting beneficiaries.

For private contracting beneficiaries, it is not permitted to subcontract all of an action by means of a contract. In addition, the budget of each contract financed by means of the grant awarded may only correspond to a limited part of the total amount of the grant.

2.5.2 Separate bank account

In case of a grant award, the contracting beneficiary shall open a separate bank account (or a separate sub-account allowing for the identification of the funds received). This account will be in euros, if this is possible in the country.

This account or sub-account must allow to:

- Identify the funds transferred by Enabel;
- Identify and follow up the operations performed with third parties;
- Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank

account, certified by the bank⁵, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

The account will be closed once any reimbursements owed to enabel have been made (and after settling the final amount of the funds used).

2.5.3 *Processing of personal data.*

Enabel undertakes to treat the personal data communicated in response to this call for proposals with the greatest care, in accordance with the legislation on the protection of personal data (the General Data Protection Regulation, GDPR). In cases where the Belgian law of July 30, 2018 on the protection of individuals with regard to the processing of personal data contains more stringent requirements, the adjudicator will act in accordance with this legislation.

More specifically, when you participate in a call for proposals within the framework of the allocation of grants by Enabel, we collect the details of the contact persons ("authorized representative") of the entity submitting the grant application, such as the name, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organization applying for the grant.

We process this information because we have a legal obligation to collect this information in the context of the administration and award of our grants.

For more information on this subject, please consult Enabel's privacy statement at the following link: <https://www.enabel.be/gdpr-privacy-notice/>.

2.5.4 *Transparency*

For the sake of transparency, Enabel undertakes to publish an annual list of contracting beneficiaries. By signing the Grant Agreement, the contracting beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

⁵ This bank must be situated in the country where the applicant is established

list of Annexes

DOCUMENTS TO BE COMPLETED AND SEND FOR SUBMISSION CONCEPT NOTES

- 1) ANNEX A: GRANT APPLICATION FILE (WORD FORMAT & PDF SIGNED) (PART A CONCEPT NOTE)
- 2) The statutes or articles of association
- 3) An external audit report
- 4) A copy of the applicant's most recent financial statements
- 5) Annex D: legal entity form (Word format) duly completed and signed. And any supporting documents.

DOCUMENTS TO BE COMPLETED FOR SUBMISSION PROPOSALS

- 1) ANNEX A: GRANT APPLICATION FILE (WORD FORMAT – PDF SIGNED) (PART B PROPOSAL)
- 2) ANNEX B: BUDGET (EXCEL FORMAT)
- 3) ANNEX C: LOGICAL FRAMEWORK (WORD FORMAT)

DOCUMENTS FOR INFORMATION

- 1) ANNEX E: GRANT AGREEMENT TEMPLATE
 - (i) Annex III: Payment Request Template.
 - (ii) Annex IV Transfer of ownership of assets template]
 - (iii) Annex V Legal entity form (private or public)
 - (iv) Annex VI Financial identification form
 - (v) Annex VII Exclusion grounds
 - (vi) Annex VIII Procurement principles (in the case of a private contracting-beneficiary)

ANNEX F1a: CONCEPT NOTE VERIFICATION AND EVALUATION GRID

ANNEX F2A: PROPOSAL VERIFICATION AND EVALUATION GRID

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM): current rate at the Representation of the country concerned